

INITIAL CONTACT LETTER

ENGINEER
LETTERHEAD

Date:

Utility Contact Name
Utility Contact Title
Utility Owner Name
Utility Owner Address

Re:

Authority roadway
Project Name
Contract Number
Project Description
Project Location

Dear ***Utility Contact Name***,

The New Jersey Turnpike Authority (the Authority) has engaged us to develop contract plans and specifications for a project known as *(project name, brief description of the project, project limits, and anticipated advertising date, if known)*. The location of the project is shown on the enclosed key sheet. Two copies of base plans are enclosed; one is to be red-lined and returned. A *Scope of Work* is also attached to give you a better understanding of the design work that is proposed for this project.

In accordance with Authority Procedures, our preliminary investigation disclosed that *(name of Utility Owner)* _____ is franchised to operate within the proposed project limits and may have facilities affected by the Authority's proposed construction.

Should you have existing or proposed plant within the project limits, it is necessary for us to verify your facilities and enter into an engineering dialog with you.

Please complete the following questionnaire and return it us by *(Date-45 days)* _____. If you prefer to respond by FAX, the number is _____.
_____.

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Re: _____

(____) The Company Engineer to be contacted is:

Name _____
Company _____
Title _____
Address _____

Tel: _____
Fax: _____
e-mail: _____

(____) The UTILITY ORDER shall be sent to the following person:

(____) Same as above or fill in below:

Name _____
Company _____
Title _____
Address _____

Tel: _____
Fax: _____
e-mail: _____

(____) We DO HAVE existing facilities within the project limits. (Please redline the enclosed base plans indicating location, type, size, material and age.)

(____) We DO NOT HAVE existing facilities within the project limits.

(____) We HAVE PROPOSED facilities planned within the project limits. (Please redline the enclosed base plans indicating location, type, size, material and anticipated installation date.)

(____) The following companies are tenants on/in our facilities within the project limits:

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Re: _____

(____) What types of right of way or easement property descriptions are needed?

(____) We would like the Authority to arrange for the following work to be done for our facilities should it be necessary for them to be relocated or modified.

(____) Design/Engineering

(____) Construction – Some or All? _____

(____) Neither – the Company will perform (or arrange to have performed) all needed work.

(____) Not certain at this time.

(____) Order materials. If not, our material lead time typically is _____.

(____) Construction time restrictions, if any are _____

(____) special notes _____

Thank you for your cooperation in this matter. Should you have any questions, feel free to contact the undersigned at (phone number).

Sincerely,

Engineer's Name

Engineer's Title

Attachment

c: (Authority Project Engineer)